



HUMAN RESOURCES SERVICE CENTER EAST

Code 534, Building 17
NORFOLK NAVAL SHIPYARD
PORTSMOUTH, VIRGINIA 23709-5000

www.donhr.navy.mil

EXTERNAL RECRUITMENT BULLETIN

SUPERVISORY GENERAL ENGINEER, GS-0801-13

SALARY (INCLUDING LOCALITY PAY): \$66,229 - \$86,095 PER ANNUM

**Permanent Position
(One Vacancy)**

ANNOUNCEMENT NUMBER: EX9SW030093-SKW-NR

DUTY LOCATION: QUANTICO, VIRGINIA

**ACTIVITY: HEADQUARTERS MARINE CORPS, Plan, Policies and Operations
(PP&O), Joint Non-Lethal Weapons (JNLWD)**

OPENING DATE: Jan 6, 2003

CLOSING DATE: Feb 6, 2003

INITIAL CUT OFF DATE: Jan 22, 2003

FIRST CONSIDERATION MAY BE GIVEN TO COMPLETE APPLICATIONS **RECEIVED** BY THE INITIAL CUT OFF DATE.

WHO MAY APPLY: ANY U.S. CITIZEN

CONDITIONS OF EMPLOYMENT:

- U.S. citizenship required.
- Participation in direct deposit/electronic funds transfer as the standard method of payment is required.
- PCS expenses **will not** be authorized by the hiring activity.
- Travel is required (15%).
- Drug Testing required.
- The ability to obtain a **Top Secret** security clearance is required.
- **Transcripts to meet basic eligibility are required (Read "How to Apply" section carefully).**

DUTIES: Incumbent performs Supervisory Duties, assigns work to subordinates, finds a way to improve production or increase the quality of the work directed, develops performance standards, evaluates work performed, and performs Technical and Analytical Duties. Incumbent is responsible for technical assessments and recommendations to the Deputy Director for Technology for forwarding to the Director, JNLWD, Joint Coordination and Integration Group, and Joint Integrated Product Teams, as appropriate. Monitors the full range of NLW technical activities ranging from research in the technology base, to system conceptualization, and system development up to the Milestone A decision point for those programs/projects selected for funding under the Joint NLW Program. Updates and maintains the non-lethal

technology taxonomy and responsible for overseeing administration of the Joint NLW Technology Investment Program. Coordinates with the Technology Division's technology liaison, project engineer to ensure integration and leveraging of service-unique DoD programs, other government agency, private industry and academia efforts to optimize cost effectiveness and to reduce systems development. Coordinates with the Technology Division's health effects chief to ensure integration of health and safety factors in the programs/projects under the purview of the incumbent. Assumes the duties of the Deputy Director for Technology, JNLWD, in his/her absence, as directed.

PHYSICAL DEMANDS: Work is principally sedentary, although there may be some walking or bending involved in activities such as inspections of installed equipment or construction site visits.

QUALIFICATION REQUIREMENTS:

BASIC REQUIREMENTS: All applicants **must meet the following Basic Requirements** in addition to the specialize experience.

A. Degree: professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics; (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics. **OR**

B. Combination of education and experience - college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following: 1. Professional registration: Current registration as a professional engineer by any State, The District of Columbia, Guam, or Puerto Rico. Those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. 2. Written Test: Evidence of having successfully passed the Engineering-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.

and

SPECIALIZED EXPERIENCE: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service. Specialized experience is experience that show substantial knowledge of advanced concepts, principles, and practices of engineering to resolve difficult problems and issues, and to plan, design, monitor, and evaluate complex non-lethal-weapons programs and projects.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): The responses to the following KSAs will be used to obtain information in the evaluation process and provide additional ranking information to the selecting official. **On a separate sheet of paper OR within the description of experience in your on-line**

resume, respond briefly but specifically to each KSA, addressing all appropriate training, education and work experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

1. Knowledge of advanced concepts, principles, and practices of engineering so as to be able to serve as an expert to resolve difficult problems and issues, and to plan, design, monitor, and evaluate complex non-lethal weapon programs and projects.
2. Knowledge of the fundamental physical principles and policies pertaining to non-lethal technologies and specialized knowledge in at least one of the major NLW technology areas which include acoustic, bio-material, chemical, electromagnetic, kinetic, and optical non-lethal technologies.
3. Knowledge of and ability to apply procedures, requirements, regulations, and policies related to technology development, including the ability to maintain credibility with others on technical matters.
4. Ability to plan and execute complex, multi-faceted projects.

BASIS OF RATING. Only experience, education, and training acquired prior to the receipt of your application will be considered in the rating process. Unpaid or volunteer experience is creditable, provided the work done was of a quality level required for the position. You must show the actual time spent in such activities, such as number of hours per week.

Missing application information will not be requested.

Statements concerning qualifications are subject to verification. Exaggeration or misstatement may be cause for your disqualification or later removal from your position.

INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) REQUIREMENTS:

Individuals who have special priority selection rights under the ICTAP must be well qualified to receive consideration (i.e. attain a rating of 90 points or higher, not including veterans preference).

ICTAP candidates MUST submit a copy of the agency reduction-in-force notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as an ICTAP eligible.

NOTICE TO VETERANS. If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veteran preference. Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans. Guard and Reserve active duty for training purposes does not qualify for preference. 5-Point Preference is awarded to veterans who served during the period 12/07/1941 to 07/01/1955; or for more than 180 consecutive days, any part of which occurred after 01/31/1955 and before 10/15/1976; or during the Gulf War from 08/02/1990 through 01/02/1992; or in a campaign or expedition for which a campaign medal has been authorized. Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. This service requirement does not apply to veterans with compensable service-connected disabilities, or to

veterans separated for disability in the line of duty, or for hardship. 10-Point Preference is awarded to veterans who served at any time and who have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs; individuals who received a Purple Heart; and unmarried spouse of certain deceased veterans; a spouse of a veteran unable to work because of a service-connected disability; and a mother of a veteran who dies in service or who is permanently and totally disabled.

HOW TO APPLY:

METHODS:

Applying online. You may access our resume builder at www.donhr.navy.mil. When applying online, any required supporting documents (veteran's preference forms, college transcripts, etc.) or answers to KSAs MUST be faxed to (757) 396-7822 or mailed to the address under "Applying by Mail". Each page of any document sent to support your application MUST contain your name, social security number and **this** announcement number or it will not be considered with your application. ONLY supporting documentation will be accepted by fax; you may not fax applications or resumes.

Applying by mail. Applications must be postmarked by the closing date of the announcement and mailed to:

**DIRECTOR
HUMAN RESOURCES SERVICE CENTER EAST
CODE 534, BLDG 17
NORFOLK NAVAL SHIPYARD
PORTSMOUTH, VIRGINIA 23709-5000**

Applying in person. Applications are accepted Monday through Friday, 7:30 am - 4:30 pm at the Human Resources Service Center East drop box at the entrance of Building 491 at the corner of Effingham St. and Portsmouth Blvd., Portsmouth, VA; Camp Lejeune Bldg. 1202 until 5:00 PM and 33 Holcomb Blvd. until 4:30 PM; Cherry Point Bldg. 80 until 4:00 PM and Trailer 25 until 3:30 PM; Marine corps civilian Human Resources Office, Classification & Employment Section-Code HRHA, Room 1215, 2 Navy Annex, Washington, DC by COB 4:30 PM; Civilian Human Resources Office - Quantico, 2004 Barrett Avenue, Quantico, VA by cob 4:30 PM. Documents reproduced at government expense or submitted in postage paid official envelopes will not be considered or returned.

You may submit the Optional Application for Federal Employment (OF-612), a resume, or any other written format you choose, along with your knowledge, skills, and abilities. Your application must be either received at HRSC East or postmarked by the closing date of this announcement. The application submitted for this announcement **CANNOT** be used for any other announcement. Listing multiple announcement numbers on one application could result in loss of consideration for this or other vacancies. You may **NOT** use Applicant Express or submit a self-nomination for this position.

Required Items:

To receive proper consideration, you should submit all of the following information, as applicable. Failure to do so by the closing date may result in a low or ineligible rating.

- Social Security Number (**failure to submit SSN may result in an ineligible rating**).
- Announcement number, title, series, and grade.
- Full legal name and mailing address (with zip code), day and evening telephone numbers (with area code).
- Country of citizenship.
- For experience most relevant to the position, include the name and address of employer, supervisor's name and phone number, starting and ending dates (month and year), job title, salary, a description of your duties, responsibilities, accomplishments, and hours worked per week for each job listed. Indicate whether or not your current supervisor may be contacted. Prepare a separate entry for each job and include volunteer experience.
- Answers to Knowledge, Skills & Abilities either on a separate sheet of paper or within the description of your work experience.
- Complete transcript or itemized list, which includes equivalent information from the transcript (if applicable)
- Title/series/grade/dates of highest and/or latest civilian position held.
- If a current federal employee, your latest Standard Form 50.
- Proof of ICTAP Eligibility (if applicable).
- If claiming military spouse preference: must submit (1) a copy of the sponsor's permanent change of station orders showing the spouse as an authorized dependent, (2) date of marriage to the military sponsor, and (3) a statement that spouse preference is requested for this vacancy and has not previously been used to obtain a position in this commuting area. **FAILURE TO SUBMIT ALL THREE REQUIRED ITEMS WILL RESULT IN LOSS OF CONSIDERATION FOR MILITARY SPOUSE PREFERENCE.**
- If claiming veteran's preference, you must submit a Member-4 copy of your DD-214, showing your discharge status and total active service time. If you are claiming 10-point preference, you must also submit an Application for 10-point Veteran Preference (SF-15), AND the appropriate documentation as indicated on the back of the SF-15.
- **Copy of college transcript required.**

We do **not** acknowledge receipt of your application. You will be mailed a Notice of Rating (NOR) as soon as your application has been rated or in the case of an inventory as soon as a vacancy becomes established.

How to Obtain Forms

You may obtain forms by computer at www.opm.gov/forms/index.htm or www.fillform.gsa.gov. You may also obtain forms by phone by dialing the automated HRSC East Job Line at (757) 396-7800 or (from Maryland, North Carolina, Virginia and Washington, D.C. only) 1-888-407-6711, and immediately pressing extension 6-7994. **NOTE:** Forms requested on or near the closing date of this announcement will be mailed, but there will be no extensions granted to allow for late filing. Individuals who are deaf, hard of hearing, and/or have speech disabilities may contact the HRSC-E by utilizing the TTY/TDD (Teletypewriter/Telecommunication Device for the Deaf) number (757) 396-7077.

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require

reasonable accommodation should contact the Equal Employment Opportunity staff at (757) 396-7858 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.